

DLA PUBLIC AFFAIRS (VIDEO TEAM)  
SPECIALIZED SUPPORT SERVICES FOR  
DLA VIDEO FACILITY, FORT BELVOIR, VIRGINIA  
STATEMENT OF WORK

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**1. BACKGROUND**

- 1.1** The Defense Logistics Agency located at Fort Belvoir, Virginia, has a video team and a video production facility located in its Headquarters. The video team produces complex video productions and broadcasts live events to the global DLA workforce. This requirement is for specialized support services for the DLA video facility located at Ft. Belvoir.

**3. SCOPE OF WORK**

- 3.1** Contract period of performance will be for one (1) year from date of contract award and four (4) options (if funding is available). This contract requires the following:

SPECIALIZED SUPPORT SERVICES REQUIRED: (not to exceed 140 hours in a 12-month period)

- Vendor will provide a video engineer or maintenance technician to participate in an initial assessment meeting with DLA POC and Subject Matter Expert. The assessment meeting will cover DLA's current video capabilities, current workflow, and near term and future technical needs.
- Vendor Participate will participate in meetings with DLA IT (not to exceed 5 meetings during a 12-month period). These meetings can be accomplished in-person or by telephone.
- Vendor will provide recommendations for new robotic cameras for the DLA auditorium, new computers for video editing software, transcoder to enable creation of multiple formats, and equipment to streamline captioning process
- Vendor will perform scheduled quarterly equipment checks and make service calls when equipment malfunctions on existing DLA equipment during the period of the contract. This includes:
  - One regularly scheduled on-site maintenance visit per quarter to meet with DLA video team, check all cabling and connections on equipment and to ensure equipment is operating properly and efficiently.
    - Full equipment list attached
    - Routine equipment check will occur at the DLA Fort Belvoir video facility during normal working hours 7:30am to 5:00pm
  - Vendor shall respond within 24 hours of a service call. A service call will be placed is equipment in the DLA video

facility is not functioning or breaks down. Maintenance technician or video engineer will provide a technical assessment on the issue and options for solutions.

- DLA personnel will send out equipment for repair and purchase new equipment based on vendor recommendations.
- Avid ISIS and Avid Interplay are maintained under Avid Maintenance contract and are not a part of this contract
- Vendor will uninstall equipment as needed. DLA team will turn in equipment.
- Vendor will provide on-site engineering and integration and testing of any newly purchased video equipment. Certain pieces of newly purchased equipment may be installed by manufacturer of equipment if that option is available.
  - Installation includes:
    1. all basic parts, cabling and testing of equipment
    2. labeling of cables and equipment
    3. expendable parts (additional items to be procured by DLA)
- Vendor will oversee installation of new equipment and update current blueprint incorporating new equipment and workflow. Installation will be done by vendor's maintenance technician or manufacturer
- Vendor will recommend resources for training on new equipment
- No overtime or travel reimbursement allowed on this contract

#### **Work To Be Completed**

- While on-site, Vendor shall make every effort to avoid any interruption of the work environment. If it is necessary to interrupt work, Vendor shall notify COR/COTR at least two business days in advance so video team work schedules can be adjusted.
- After work is completed, Vendor shall perform final testing and adjustments to the completed system.
- Vendor shall provide basic orientation training on any new hardware for up to four participants. Basic means turning equipment on and off, basic commands to start up software.
- Vendor shall identify points-of-contact with regards to this contract.

#### **Task Management**

- The site COR/COTR shall ensure that access to the facility is available to the vendor during business hours, as stated previously.
- The site COR/COTR shall be available to assist the contractor during business hours.
- The site COR/COTR shall provide the contractor with access to the areas required during the installation.

### **3. VIDEO ENGINEER AND MAINTENANCE TECHNICIAN EXPERIENCE**

#### **3.1.1 DLA requires:**

- Vendor personnel to have broadcast certifications in the engineering of and maintenance of video broadcast equipment.
- Vendor personnel will be qualified to work with Avid engineers and technicians.

**3.1.3** Vendors coming to DLA must be U.S. citizens.

#### **4. WORKMANSHIP:**

**4.1** Work will be executed in a careful and professional manner and in compliance with all copyright laws and regulations.

**4.1.1** If contractor fails to meet any of the requirements or has equipment problems it will be the contractor's responsibility to take care of the problem with NO CHARGE to DLA.

#### **5. ACCEPTANCE & INSPECTION:**

**5.1** Upon completion of work, the designated Contract Offer's Technical Representative (COTR) and Contracting Officer's Representative (COR) listed shall perform acceptance and inspection. Inspections shall occur within 1 hour after completion and shall include a full demonstration to show that all required functionality has been restored.

#### **6. SECURITY REQUIREMENTS:**

**6.1** Vendor personnel shall be escorted in the required areas, and will be required to sign in and sign out of specific areas. The Vendor shall follow local procedures. Personnel must be U.S. citizens and have a valid U.S. driver's license.

#### **7. VENDOR REFERENCES:**

**7.1** Vendor personnel shall provide at least two references and examples of locations where vendor has provided video support services specifically in the areas of maintenance and engineering of a video production facility where video editing and live broadcasts are the core mission.

## **8. PERIOD OF PERFORMANCE:**

- 8.1** The period of performance for this contract will be for one (1) year from date of contract award. The contract will contain the following CLINS plus four (4) options (if funding is available).

## **9. PLACE OF PERFORMANCE**

- 9.1** Defense Logistics Agency  
DLA-DP  
8725 John Kingman Road  
Fort Belvoir, VA 22060

## **10. DLA EQUIPMENT/SOFTWARE**

- 10.1** See attached spreadsheet

## **11. POINT-OF-CONTACT FOR REQUIREMENT**

- 11.1** All **QUESTIONS** in regards to this Statement of Work (SOW) are to be directed to the COR **DCSO** Contracting Office, Fort Belvoir, VA.